

Lesson 1: Time Reporting Overview

□ Course Overview

In this course, our SHARP Trainer, James, will walk you through the basics of Time and Labor, and show you how to enter time and make changes to your time using PeopleSoft Time and Labor via the State of Kansas Employee Self Service (ESS). James will also show supervisors how to review and approve time in ESS.

The prerequisite for this course is the completion of New Employee Orientation. During orientation, your Personnel office provides sign-on information for the State of Kansas Employee Self Service Center. Both Time Reporters (employees) and Time Approvers (supervisors) will use this sign-on to complete Time and Labor activities.



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Lesson Objectives

After completing this lesson, you will be able to:

- Describe the key terms used in Time and Labor
- Describe the Time and Labor process
- List the roles involved in the Employee Self Service Time and Labor process

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□ Lesson Topics

In this lesson you will learn about the following topics.



Topic 1: Time
and Labor Key
Terms



Topic 2: Time
and Labor
Process



Topic 3: Time
and Labor
Employee Self
Service Roles



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□ Key Time and Labor Terms

Key time reporting terms include:

- Workgroup
- Time Reporting Code (TRC)
- Taskgroup
- Task Profile ID
- Time Administration
- Reported Time
- Payable Time

Tip: In order to understand Time and Labor processes, you must have a general understanding of key Time and Labor terms.



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□ Workgroup

A group of time reporters (employees) who share identical time reporting requirements.



Example: Employees with the same overtime rules.

Tip: All employees have a workgroup assigned to them when they are hired.

Workgroups can be updated if an employee's time reporting requirements change.



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Time Reporting Code (TRC)

Time Reporting Codes (TRCs) represent the level at which an agency needs to track employee time to support all of its administrative and compensation needs. The TRC is what you use to record time worked or leave taken on your electronic timesheet.

A TRC may be set up to accept dollars **or** hours. A TRC **cannot be both** dollars and hours.

Time Reporting Code (TRC) Examples: REG (Regular) and VAC (Vacation).

Total	Time Reporting Code
72.0000	REG - Regular Earnings ▼
8.0000	VAC - Leave-Vacation ▼

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Tasks

Taskgroup: Every Time Reporter is assigned a default taskgroup. You will see your taskgroup on the timesheet. The taskgroup field is also used to group together task profile IDs, which define the project tasks you can report time against if you are required to report your time to projects. If you do not report time against projects, your Taskgroup will most likely be “- - - NONTASK” (where “- - -” represents your three digit agency number).

Task Profile ID: This is a code that you select on your timesheet *if you are reporting time to a project*. It indicates which project task you are reporting your time to. Generally, only employees reporting time to projects will see the Task Profile field on their timesheet.

Time Reporting Code	Taskgroup	Task Profile ID
REG - Regular Earnings ▼	173SECURITY 🔍	173ESS 🔍
VAC - Leave-Vacation ▼	173SECURITY 🔍	🔍

Tip: Your Taskgroup and Task Profile will most likely begin with your three digit agency number.



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□ Time Administration

The Time Administration Process:

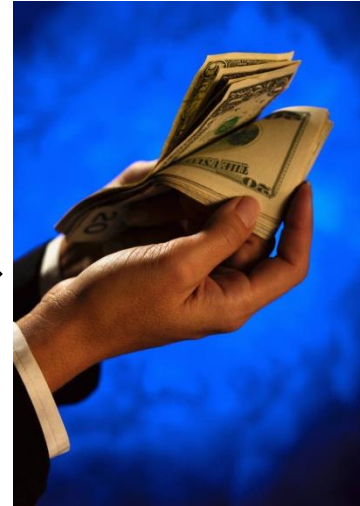
- Checks reported time against pre-set rules
- Selects Time Reporters (employees) for processing
- Determines the pay period to process
- Calculates prior pay period adjustments
- Converts Reported Time into Payable Time
- Runs every hour, beginning at 7:30am – 5:30pm

Tip: Pre-set rules in Time Administration are based on federal, state, and agency-level policies and cover how time worked is reported and processed.



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❑ Reported Time versus Payable Time



Reported Time
is the time that
you enter in
your timesheet.

Reported time
becomes payable
time after it runs
through the **Time
Administration**
process to check for
exceptions (errors).

Payable Time
is the time
that is sent to
payroll and
results in pay.

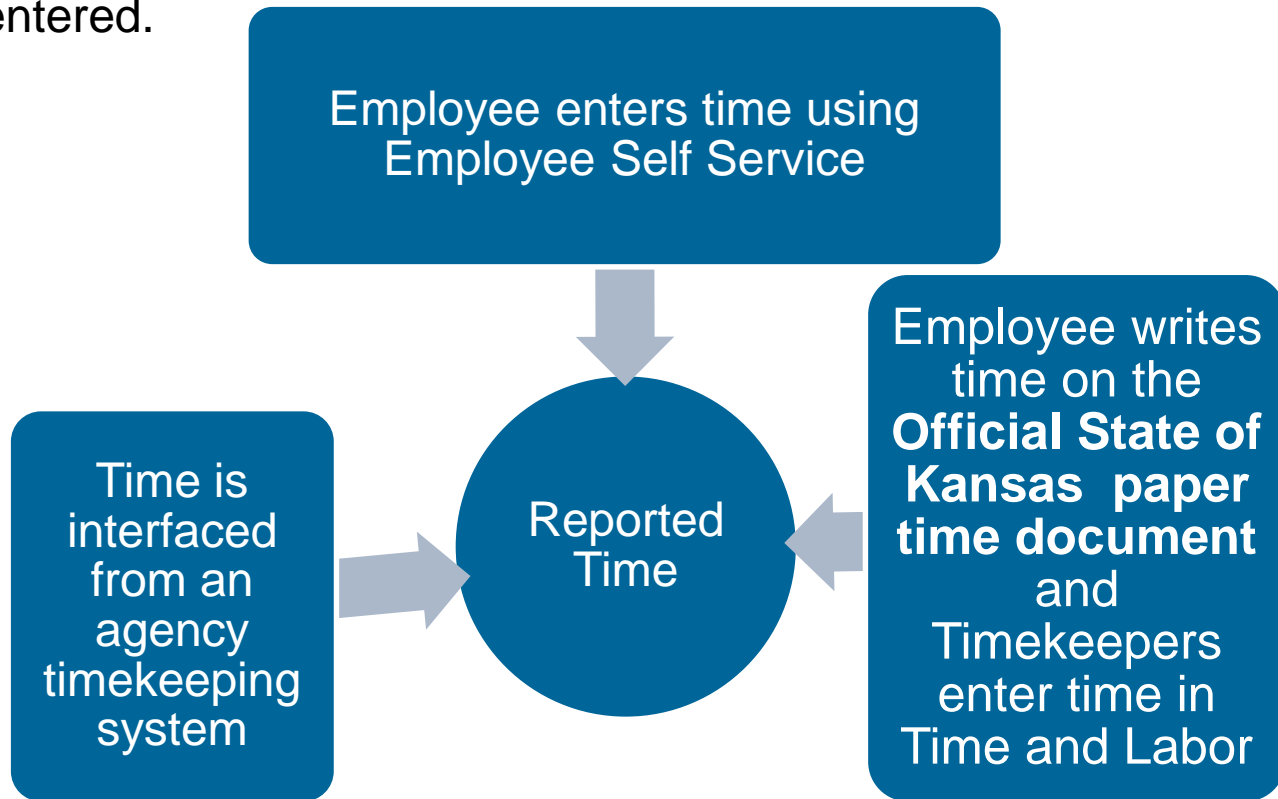
Tip: In order to process paycheck information in a timely way, all time entry and approval should be complete by 11:00 AM of the last Friday of the pay period. Some agencies may require a different due date/time. Verify with your Personnel Office.



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Time and Labor Process

The Time and Labor Process begins with the entry of time worked. There are three ways for reported time to be entered.



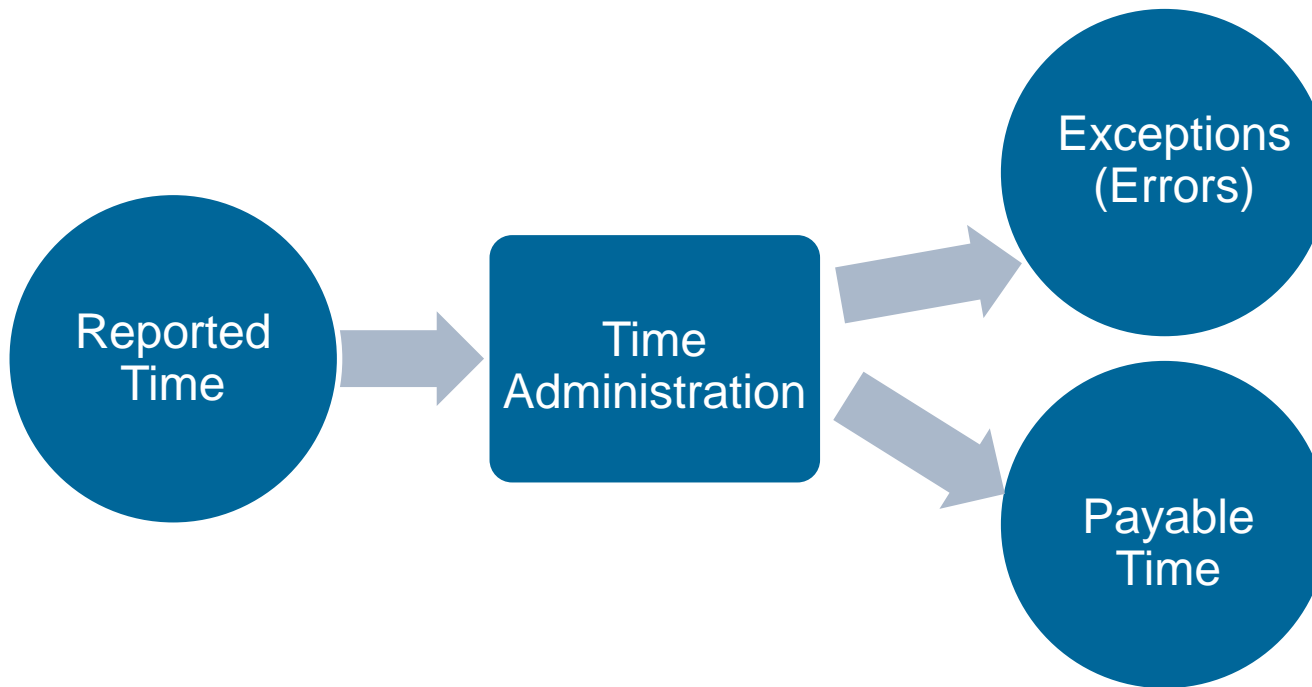
Tip: If you don't see a specific TRC or Taskgroup that you think you should have access to, contact your Personnel Office for assistance.



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❑ Time and Labor Process (cont.)

Reported time then runs through the Time Administration process to check what is entered against State of Kansas reported time rules.



Important! Your supervisor must approve your time before it can continue through the process to become pay. You will receive an e-mail within 1 ½ hrs. from when your supervisor approved your timesheet.



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□ Time and Labor Process (cont.)

As a final step, payable time must be reviewed by your Personnel Office and approved to continue on to the Payroll Process. If the Personnel Office does not approve payable time, likely there is an exception (error) that needs to be fixed using the Manage Exceptions Process.



Tip: If you don't receive an e-mail within 1 ½ hours of your timesheet being approved, check your Employee Self Service e-mail address to ensure it is correct.



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□ How Will You Use Time and Labor?

See below for the roles that are used in the Employee Self-Service Time and Labor Process.



ESS Time Reporter

Employee enters own time using Employee Self Service (ESS).



ESS Time Manager

Supervisor Approves Self Service employee's reported time using Employee Self Service (ESS).

Tip: Roles control the data you can see as well as the activities you can perform.



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Lesson Summary



Time Reporting Codes (TRCs) are an important element in Time and Labor. The TRC is what you use to record time worked or leave taken on your electronic timesheet.



Your supervisor uses Employee Self Service to approve your time. Reported time then runs through the Time Administration process to check for exceptions (errors) before becoming payable time.



Security roles determine which tasks you can perform in Employee Self Service (ESS) Time and Labor.

Congratulations
you have finished
this lesson.

